

JOB DESCRIPTION

Job Title: Courier Driver

Department: Prodrive Transport

Reporting to: Transport Manager

Job Purpose: To make collections and deliveries as directed by the transport coordinator in line with the demands of the business

Key Accountabilities

- To ensure that all collections and deliveries are carried out in the best possible manner
- To ensure that the vehicle is kept clean at all times and all levels/lights are checked, to carry out a daily check and report any defects in order to ensure the vehicle is always legal
- To assist when required in the planning of the route to ensure the most cost effective use of the vehicle and time
- To ensure that all goods carried are secure and suffer no damage in transit
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- To ensure that goods get to the correct destination and that any dealings with customers is carried out in the best possible manner
- To carry out other duties requested by the Company as the needs of the business may dictate